

SIMPLIFIED INSTRUCTIONS FOR FILLING OUT THE KENTUCKY DIVISION OF WATER APPLICATION FOR A PERMIT TO CONSTRUCT ACROSS OR ALONG A STREAM

Some items on the application occasionally cause uncertainty or need explanation. These tips should minimize the need for requests for additional information, which can delay your permit. Please type or complete the application in ink. Applications completed in pencil are not acceptable.

Item 1. The 'Owner' is the responsible entity making application for the permit. By making application, the 'Owner' verifies that they have all necessary legal rights to complete the project on the designated site, which is further confirmed by item 11 and the signatory line. The 'Owner' may be an individual, couple, partnership, corporation, or any other legal entity with the aforesaid rights. If a corporation or partnership, include name of contact person. If possible also provide a contact phone number where someone can be reached during working hours. It can facilitate the permit process.

Item 2. This is only applicable if you have authorized someone else to act in your behalf to obtain the permit. (see item 11 below)

Item 3. Similar to item 2 above. Smaller projects often do not require the services of an engineer to make application. If you do retain an engineer or surveyor, we will need to be able to contact them.

Item 4. Usually a general description is sufficient. We do not generally require detailed plans, but would like to know size, depth, length, etc. Any pertinent information that will enable us to determine a project's influences on a stream or floodplain.

Item 5. Very important. If possible reference location of project to crossroads, intersections, streams, or other geographical features. Accurate Latitudes and Longitudes are very helpful. Include maps! (See No.10)

Items 6 and 7. Your best estimates. You have one year from the issuance of a permit to begin construction. If you do not begin within the year generally the permit can be renewed if there are no changes to the project. (A final construction report is required when the project is completed.)

Item 8. You must address either (a) or (b). In most cases the publication of Public Notice is necessary.

Item 9. Self-explanatory. (Help may be found by contacting your local floodplain administrator)

Item 10. Photos, maps, sketches, floor plans, etc.

Item 11. Very important. Must be clearly initialed by the 'Owner' of the site. If a corporation or partnership, it must be initialed by a corporate officer, principal, or other person authorized to initial for the 'Owner' (include title). The agent or engineer may initial if they have been granted a Power of Attorney by the 'Owner' and it is included. Same as signatory line below.

Item 12. Self-explanatory

Signatory line. Must be signed and dated in ink by the 'Owner'. The agent or engineer may sign if a Power of Attorney is included.

A faxed application and supporting documents are acceptable to enter a permit application into the system. However, the original application must be forwarded to this office before a permit can be issued. Fax No. (502) 564-9003.

Please keep a copy of the completed application for future reference. If there are any further questions, please call (502) 564-3410, Division of Water, Water Resources Branch, Floodplain Management Section.